

Checklist for Technical Requirements for a Complete Environmental Compliance Approval Submission

Prepared by:

Ontario Ministry of the Environment

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About the Environmental Compliance Approval Checklist

The Ministry of the Environment is the lead ministry responsible for protecting, restoring and enhancing the environment to ensure public health and environmental quality. The ministry safeguards our environment by working toward cleaner air, water and land, and healthier ecosystems for the people of Ontario.

In 2011, the ministry introduced new legislation that supports its environmental protection mandate. On October 31, 2011, a smarter, faster environmental approvals system came into effect in Ontario. The system allows businesses to register certain activities with the ministry, rather than apply for an approval (known as the Environmental Activity and Sector Registry – EASR). In addition, in the past, a business had to apply for multiple approvals (known as *certificates of approval*) for individual processes and pieces of equipment.

Businesses, who require approval but whose activities aren't subject to the EASR, can apply for an environmental compliance approval (ECA), using the ministry's smart application form, available online here: http://www.ene.gov.on.ca/environment/en/resources/STDPROD_090550.html

To assist businesses with completing their applications, the ministry has developed a *Guide to Applying for an Environmental Compliance Approval*. The ministry has also developed the attached checklist which will be used by ministry staff to review and assess each application against the legislative and ministry requirements. The checklist clearly sets out a two-pronged test to determine whether the submission is sufficiently complete.

The General Information section seeks to confirm that the business information is correct and that the applicable fees have been submitted with the application. This section also checks for the minimum project requirements.

In the Technical Information section (i.e. Parts A to G) ministry staff verifies if the submitted documentation and its content are complete for the application type. To do so, at Stage 1 of the ministry's application screening process, staff employs a "Pass/Fail" test to verify if, on the face of the application, the appropriate documents are included in the submission. The requirements for the test are spelled out in provincial environmental legislation and ministry policies and guidelines. If the required documents are not submitted with the application, staff will return the application at this stage. If this initial assessment concludes that the application meets the Pass/Fail test, the application moves to Stage 2, the "Complete Submissions" test.

At Stage 2, ministry staff engages in a preliminary engineering review of the application and supporting documents and makes a determination if the submission is complete. If the submission is deemed incomplete, the applicant will be notified of the deficiencies or the file may be closed. If the submission is deemed complete, the file moves to the full technical review stage.

Please note that at any stage of the ministry's review of an ECA application, the applicant may be asked for additional information outside of that which is set out in this checklist.

Checklist for Technical Requirements for a Complete Environmental Compliance Approval (ECA) submission

GENERAL INFORMATION

APPLICANT INFORMATION

MOE Reference No.			
Applicant Name:		SBN:	

Type of Application (Check all that apply):

<input type="checkbox"/> New ECA	<input type="checkbox"/> Administrative amendment to existing ECA
<input type="checkbox"/> Amendment to existing ECA	<input type="checkbox"/> Limited Operational Flexibility
<input type="checkbox"/> Consolidation of existing ECAs	<input type="checkbox"/> Revocation of existing ECA

Existing ECA(s) #

Media Type:

<input type="checkbox"/> Single Media	
<input type="checkbox"/> Multi-media (check all that apply and print only the relevant Parts)	
	Air (<i>Technical Information Part A</i>)
	Noise and/or Vibration (<i>Technical Information Part B</i>)
	Wastewater (<i>Technical Information Part C</i>)
	Waste Disposal Site (<i>Technical Information Part D</i>)
	Mobile Waste Processing (<i>Technical Information Part E</i>)
	Waste Management System (<i>Technical Information Part F</i>)
	Cleanup of Contaminated Sites (<i>Technical Information Part G</i>)

Proof of Legal Name and Type of Applicant:

Corporation – Certificate of Status and a current filing under the Corporation Information Act
 Out of country – Extra-Provincial Licence
 Sole Proprietor – Birth Certificate or Passport AND Master's Business License
 Individual – Birth Certificate or Passport
 Other _____

Application Form, signed and dated by the Signing Authority as indicated on the Proof of Legal Name
 i.e. Signing Officer, Director
 Application Form, signed and dated by the Project Technical Consultant(s)
 Copy of Provincial Officer's Order or Inspection Report n/a

Application Fee:

Fee Sufficient Additional Fee Required Fee Not Required

Required Documentation	Requirement Met?		Comments	Initials
	y = yes, n = no n/a = not applicable	Stage 1 Stage 2		
PROJECT INFORMATION				
Executive Summary, as per Reg. 255 (<i>to be posted on the Environmental Registry, if applicable</i>)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Detailed Project Description, as per Reg. 255 (<i>including hours of operation, description of activities, operational parameters</i>)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Is this an application for a new activity on an existing approved site (e.g. proposed waste transfer station on an existing landfill site)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Consideration of the impact of the proposed activity on source water protection areas / vulnerable areas	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation		Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
		Stage 1	Stage 2		
Is the proposed activity located in a stressed airshed or watershed		<input type="checkbox"/> y	<input type="checkbox"/> n		
Has the applicant considered its <i>Environmental Assessment Act</i> (EAA) requirements:		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> y	<input type="checkbox"/> n
1	For a completed Individual EA, has a copy of the Notice of Approval been included	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
2	For a completed Class EA process, has a copy of the proof of completion been included (e.g. Notice of Completion)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
3	a If Part II Order request(s) were received for the undertaking, has a copy of the Director's or Minister's decision been included	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
	b If applicable, has the applicant satisfied the conditions imposed on its project			<input type="checkbox"/> y	<input type="checkbox"/> n
4	For a completed Environmental Screening Process, has a copy of the proof of completion been included	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
5	a If Elevation request(s) were received for the undertaking, has a copy of the Director's decision been included	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
	b If applicable, has the applicant satisfied the conditions imposed on its project			<input type="checkbox"/> y	<input type="checkbox"/> n
Environmental Bill of Rights (EBR) / Environmental Registry Description provided		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n	<input type="checkbox"/> exempt
1	If exempt, has the reason and supporting information been provided	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y

Required Documentation		Requirement Met? <i>y = yes, n = no n/a = not applicable</i> Stage 1 Stage 2	Comments	Initials
2	Are modifications required to the EBR description	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
	Has the MOE prepared a letter to the upper and lower tier municipalities	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Public Consultation / Notification <i>Specify type and methods of consultation undertaken (attach supporting documentation):</i>				
First Nations & Métis Consultation / Notification <i>Specify type and methods of consultation undertaken (attach supporting documentation):</i> <i>Note: If in a pre-application meeting with the ministry, aboriginal consultation was identified as being a requirement and the application does not have specific information regarding aboriginal consultation in the appropriate section of the application (i.e. Section 3.3) the application should be deemed incomplete.</i>				

Required Documentation		Requirement Met?		Comments	Initials		
		Stage 1	Stage 2				
1	Copy of letter to adjacent property owners	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
2	List/Addresses of recipients	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
3	Properties within _____ metres of the site contacted			<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
4	Detailed summary of all comments and concerns applicant received			<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
5	Explanation of how applicant addressed the comments and concerns received			<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
SITE INFORMATION							
Land Owner, contact information and signed letter of consent to install and operate		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Operating Authority name, contact information		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Copy of Niagara Escarpment Planning and Development Act Permit		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
For a site proposed to be located on Oak Ridges Moraine Conservation Plan, copy of municipal planning approval		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Minimum Site Plan requirements, as per Reg. 255: <input type="checkbox"/> n/a							
1	Boundary of the site of the activity, including geographic coordinates	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			

Required Documentation		Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
		Stage 1	Stage 2		
2	The locations of buildings and other structures, roads, railway tracks, utility corridors, paved areas, bermed areas, site fencing and pollution control devices.	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
3	Any municipal boundary that crosses the boundary of the site of the activity.	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
4	Any boundary of the Lake Simcoe watershed, the Niagara Escarpment Planning Area, the Oak Ridges Moraine Area or the Protected Countryside that is within 125 metres of the site of the activity.	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
5	Total area of site and site zoning (for type of activity)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
6	North arrow, legend, scale	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
7	Fully labelled, measurements/dimensions expressed in metric value	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Most up-to-date Land Use Zoning Designation Plan, as per Reg. 255: <input type="checkbox"/> n/a					
1	Land uses of the property and surrounding areas	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
2	Is the site approved for the type of zoning in place	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
3	Site location clearly indicated	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	

Required Documentation		Requirement Met? <i>y = yes, n = no n/a = not applicable</i>	Comments		Initials
			Stage 1	Stage 2	
4	Legend and scale	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Financial Assurance (FA) Calculation: <input type="checkbox"/> n/a					
1	Has the applicant provided a FA evaluation document	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
2	Do calculations provided include all compliance activities and unit costs		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3	Has FA for contingency costs (in \$ or %) been included		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
4	Have third-party quotes been provided to explain data assumptions and cost estimates		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Do any MOE guidelines apply for the proposed project (e.g. A series)			<input type="checkbox"/> y <input type="checkbox"/> n		

GENERAL INFORMATION			
Stage 1		Stage 2	
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE	
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:
Reviewed by:		Reviewed by:	
Additional Comments:		Has a copy of the application been provided to the local district office? <input type="checkbox"/> y <input type="checkbox"/> n Additional Comments:	

TECHNICAL INFORMATION Part A – AIR

Project type:

Air - Stationary

Air - Mobile

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
Is the activity or activities EASR eligible		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
1	If yes to above, has the confirmation of registry been submitted and have sources under EASR been identified	<input type="checkbox"/> y	<input type="checkbox"/> n		
Section 20.18 request?		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
1	If yes to above, is there confirmation that a Section 20.18 approval was issued	<input type="checkbox"/> y	<input type="checkbox"/> n		
<i>(EAASIB staff to identify if there are district or regional office site specific concerns, comments or recommendations which may require significant changes to the ESDM report)</i> Have any concerns, comments or recommendations been provided?			<input type="checkbox"/> y	<input type="checkbox"/> n	
Compliance Assessment as per O. Reg. 419					
New facility in accordance with O. Reg. 419 (Facility built after November 30, 2005 and no application for ECA submitted before that date?)		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Have all Reg. 419 instruments applicable to the facility been identified and addressed (as referred to in section 5.1.3 of the ECA application form)		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Does this application demonstrate compliance:				
1 with air standards by their phase-in date		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
2 with site-specific standard(s)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3 Using the Technical Standard Registry		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Emission Summary and Dispersion Modelling (ESDM) Report				
Is an ESDM report required for this application		<input type="checkbox"/> y <input type="checkbox"/> n		
If no to above, is there confirmation that section 22 (3) of O. Reg. 419 applies to the application or is the application fully subject to Technical Standard Registry		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	
ESDM report in accordance with section 26 of O. Reg. 419 and Guideline A-10 (ESDM Procedure Document)			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	
ESDM Checklist, signed & dated by applicant & technical contact		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Introduction and Facility Description				
The Facility Description should be provided in adequate detail to select and justify appropriate facility operating conditions (should include description of material used, what is produced and amount of product that is produced in accordance with operating conditions).		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	
North American Industry Classification (NAIC) Code		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	
Facility Production Limit, Limited Operational Flexibility approvals only		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Process flow diagram in accordance with facility description		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	
Operating schedule provided		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met?		Comments	Initials		
	Stage 1	Stage 2				
Executive Summary						
Overview of the ESDM report and Emissions Summary Table	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Initial Identification of Sources and Contaminants						
Initial listing of all air pollution sources and contaminants emitted from the facility as per s. 26 of O. Reg. 419	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a
Has the applicant considered if the project is subject to:						
1 an odour assessment		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		
2 Fugitive dust assessment in accordance with Guideline A-10		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		
Details of proposed air pollution control equipment:						
1 pollution control equipment		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		
2 description of emission sources controlled		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		
3 technical specification of pollution control equipment		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		
4 equipment performance (e.g. supplier guarantee, control efficiency, etc.)		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		
Assessment of the Significance of Sources & Contaminants						
Assessment of the significance of sources and contaminants, and elimination of negligible ones from further analysis. The ESDM report must provide an explanation of how it was determined that an amount of a contaminant discharged is negligible and/or that a		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
source discharges a contaminant in a negligible amount in accordance with Guideline A-10 (ESDM procedure document).				
Operating Conditions, Emission rate estimating and Data Quality	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
For each contaminant, description of the facility operating condition(s) that results in the actual maximum POI concentration that occurred within the last year or that corresponds to the maximum POI concentration that the facility is capable of, as per section 10 of O. Reg. 419 and Guideline A-10 (ESDM Procedure Document). Operating conditions must correspond to the averaging period for each applicable MOE POI Limit.		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Estimation of emission rates; description of the estimating methodology for each significant contaminant or group of similar contaminants; and classification of how accurately each method is in estimating emissions (data quality) as per section 11 of O. Reg. 419 and Guideline A-10 (ESDM Procedure Document).		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Detailed sample calculations provided	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Source Summary Table and Site Plan				
Source summary table provided in accordance with section 26(1) of O. Reg. 419	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Site plan provided in accordance with section 26(1) of O. Reg. 419	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met?		Comments	Initials			
	Stage 1	Stage 2					
Emission Summary Table							
Emission summary table provided in accordance with section 26(1) of O. Reg. 419	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Verify that correct POI limit schedules have been used for assessment, as per requirements of O. Reg. 419	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Assessment of POI concentration(s) against relative MOE limits / criteria (Summary of Standards and Guidelines, Jurisdictional Screening Level, etc)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
If the POI concentration is greater than relative MOE limit, is this non-compliance addressed through any O. Reg. 419 instrument such as a site-specific standard or Provincial Order/Abatement Plan			<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a		
If the applicant has not assessed the POI concentration(s) for proposed contaminants against MOE limit(s) / criteria, has the applicant completed <i>Supporting Information for a Maximum Ground Level Concentration Acceptability Request for Compounds with no Ministry POI Limit: Supplement to Application for Approval, EPA s.9 [PIBS 4872]</i> along with the required supplementary material		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a
Dispersion Modelling							
Is same structure contamination applicable and addressed	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Identification of the dispersion model used:							
1 Is the model considered one of the approved models in O. Reg. 419			<input type="checkbox"/> y	<input type="checkbox"/> n			

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
2	If no to above, has the applicant submitted a request for a section 7(1) Notice		<input type="checkbox"/> y <input type="checkbox"/> n		
Identification of "regulatory" or "non-regulatory" option use (for AERMOD only)					
1	If "non-regulatory" option(s) used, has the applicant provided appropriate rationale		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
2	If no to above, does the application include the MOE approval for the use of the non-regulatory option(s)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Description of the way the approved model was used					
1	Additional site plan details: location of any plant, structure, equipment, apparatus, mechanism or thing that may discharge or from which may be discharged a contaminant into the natural environment (other than water)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
2	Description of the local land use conditions if MOE approved regional meteorological data has been refined to reflect local land use		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3	If local meteorological data is used, has the applicant submitted a require for section 13(1) Notice		<input type="checkbox"/> y <input type="checkbox"/> n		
4	Is the Dispersion Modelling Input Summary Table provided as per Guideline A-10, demonstrating compliance with sections 9 to 17 of O. Reg. 419	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Dispersion Modelling printout of input/output sheet		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Digital input/output files for dispersion modelling		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Supporting Information re: Other MOE Guidelines				
Does the proposed activity or activities trigger and comply with other MOE policies or guidelines (e.g. A-series Guidelines, Wood Combustor Guideline, Emission Limits for Internal Combustion Engines used for Non-Emergency Power Generation, Guideline A-1 Biomedical Waste Incinerators, Guideline A-5 Stationary Combustion Turbines, Guideline A-7 New Municipal Waste Incinerators, Guideline A-8 CWS for Hg & D/F (HazWaste Incinerators, iron & steel), Guideline A-9 NOx Emissions from Boilers and Heaters, CEMS, Opacity, Source testing, Tire Burning, Waste Derived Fuel Heaters, Wood Fired Combustors, etc).		<input type="checkbox"/> y <input type="checkbox"/> n		

TECHINCAL INFORMATION – Part A			
Stage 1		Stage 2	
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE	
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:
Reviewed by:		Reviewed by:	
Additional Comments:		Additional Comments:	

TECHNICAL INFORMATION Part B – Noise and Vibration

Project type:

- Noise
 - Stationary
 - Mobile

- Vibration
 - Stationary
 - Mobile

Noise/Vibration Document Submitted:

- Primary Noise Screening (PNS) Process
- Secondary Noise Screening (SNS) Process
- Vibration Assessment Report (VAR)
- Vibration Audit Report

- Abbreviated Acoustic Assessment Report (A-AAR)
- Acoustic Assessment Report (AAR)
- Acoustic Audit Report
- Noise Abatement Action Plan (NAAP)

Note: the applicant can skip all phases of screening and proceed directly to the A-AAR, AAR or Vibration Assessment Report

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Is the activity or activities EASR eligible	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
1 If yes to above, has the confirmation of registry been submitted and have sources under EASR been identified	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Section 20.18 request?	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
1 If yes to above, is there confirmation that a Section 20.18 approval was issued	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Are there significant vibration sources, such as stamping presses or forging hammers present at the facility	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
(EAASIB staff to identify if any noise / vibration complaints have been logged for this site) – Have any complaints been logged?			<input type="checkbox"/> y	<input type="checkbox"/> n

Required Documentation / Components		Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
		Stage 1	Stage 2		
Is the NAICS code different from the air project/activity		<input type="checkbox"/> y <input type="checkbox"/> n			
Scaled area location plan, including:		<input type="checkbox"/> y <input type="checkbox"/> n			
1 topography / nature of the neighbourhood surrounding the facility, including the location of adjacent buildings/ structures and property lines			<input type="checkbox"/> y <input type="checkbox"/> n		
2 location of the nearest Point of Reception in all cardinal directions that may be impacted by the facility		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Primary Noise Screening (PNS) Process					
Has the applicant used MOE's <i>Primary Noise Screening Process for s.9 Applications – Supplement to Application for Approval</i> to complete the PNS		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Facility eligibility to use PNS in accordance to facility type and NAICS Code		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Are significant vibration sources, such as stamping presses or forging hammers present at the facility			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Is the actual separation distance between the facility and the POR greater than the minimum required separation distance		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
1 If yes, has the applicant submitted a signed primary noise screening form, prepared in accordance with MOE guidance material		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
2 If yes, has the applicant submitted a scaled area location plan		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
2 If no, has the applicant submitted another noise report		<input type="checkbox"/> y <input type="checkbox"/> n			

Required Documentation / Components	Requirement Met?		Comments	Initials		
	Stage 1	Stage 2				
Secondary Noise Screening (SNS) Process						
Has the applicant followed the process detailed in MOE's <i>Secondary Noise Screening Process for s.9 Applications, Supplement to Application for Approval</i> [PIBS 6888]	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a
Is the applicant eligible to use the SNS process	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a
Has the applicant only used data from the MOE publication: <i>Noise Red Flag Tables and/or manufacturer's noise data</i>	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	
Summary of Sound Pressure Level Predictions Table for each point of reception	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
SNS Checklist, signed and dated by the applicant and technical contact	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Applicant Statement	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Application preparer(s) Statement	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Statement of Qualifications for the Project Team	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a			
Additional considerations:						
1 scaled area location plan	<input type="checkbox"/> y	<input type="checkbox"/> n		<input type="checkbox"/> y	<input type="checkbox"/> n	
2 land use zoning designation plan	<input type="checkbox"/> y	<input type="checkbox"/> n		<input type="checkbox"/> y	<input type="checkbox"/> n	
Abbreviated Acoustic Assessment Report (A-AAR)						
Has the applicant prepared the report in accordance with the <i>Guide for the Preparation of an Abbreviated Acoustic Assessment Report, draft October 2008</i>		<input type="checkbox"/> y	<input type="checkbox"/> n			
Facility eligibility to use A-AAR		<input type="checkbox"/> y	<input type="checkbox"/> n			
Is the applicant eligible to submit an A-AAR	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
A-AAR checklist signed and dated by applicant and project technical contact	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Acoustic Assessment Report (AAR)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Has the applicant prepared the AAR in accordance with <i>Schedule "B" Supporting Information for the Preparation of an Acoustic Assessment Report</i> prepared by the Air and Noise Unit, Environmental Assessment and Approvals Branch, November 2003	<input type="checkbox"/> y <input type="checkbox"/> n	<input type="checkbox"/> y <input type="checkbox"/> n		
Has the applicant used MOE's <i>NPC-233: Information to be Submitted for Approval of Stationary Sources of Sound</i> [PIBS 3404]		<input type="checkbox"/> y <input type="checkbox"/> n		
AAR checklist (PIBS 5356e), signed and dated by the applicant and technical contact	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Noise Source Summary Table	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Point of Reception Noise Impact Table	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Acoustic Assessment Summary Table	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
If the AAR did not show compliance, was a Noise Abatement Action Plan (NAAP) submitted? If so, it must include the following:	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
1 noise control measures (both physical & administrative) to reduce the noise emissions from the facility to comply with the limits set in NPC-205 and/or NPC-232, as applicable		<input type="checkbox"/> y <input type="checkbox"/> n		
2 a timetable for implementation of the noise control measures (both physical & administrative), including the date for achieving compliance with the limits		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
Has the applicant used MOE's <i>NPC-233: Information to Be Submitted For Approval Of Stationary Sources Of Sound</i> [PIBS 3404] to complete the AAR		<input type="checkbox"/> y <input type="checkbox"/> n		
Acoustic Audit Report	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Has the applicant used MOE's <i>NPC-233: Information to be Submitted for Approval of Stationary Sources of Sound</i> [PIBS 3404] to complete the Acoustic Audit Report	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Is the Assessment of Compliance included	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
If the Acoustic Assessment Report stated that the facility is not in compliance with the applicable sound level limits, check if the applicant submitted a Noise Abatement Action Plan (NAAP) with the report	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Vibration Assessment Report (VAR)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Has the applicant prepared the report in accordance with the <i>Basic Comprehensive Certificates of Approval (Air), User Guide, Appendix A – Supporting Information for an Acoustic Assessment Report or Vibration Assessment Report Required by a Basic Comprehensive Certificate of Approval</i> , prepared by the Environmental Assessment and Approvals Branch, Version 2.0, April 2004	<input type="checkbox"/> y <input type="checkbox"/> n	<input type="checkbox"/> y <input type="checkbox"/> n		
Has the applicant used MOE's <i>NPC-233: Information to be Submitted for Approval of Stationary Sources of Sound</i> [PIBS 3404] to complete the report		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
AAR Checklist [PIBS 5356e] signed and dated by the applicant and technical contact	<input type="checkbox"/> y <input type="checkbox"/> n			
Is a Vibration Source Summary Table included	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Is a Vibration Assessment Summary Statement Table included	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
If report did not show compliance, was a Vibration Abatement Action Plan submitted? If yes, it must include:	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
1 Vibration control measures to reduce the vibration emissions from the facility to comply with the limits set in NPC-207		<input type="checkbox"/> y <input type="checkbox"/> n		
2 A timetable for implementation of the vibration control measures including the date for achieving compliance with the limits		<input type="checkbox"/> y <input type="checkbox"/> n		
Vibration Audit Report	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Has the applicant used MOE's NPC-233: <i>Information to be Submitted for Approval of Stationary Sources of Sound</i> [PIBS 3404] to complete the report		<input type="checkbox"/> y <input type="checkbox"/> n		
Is the Assessment of Compliance included	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
If the Vibration Audit Report stated that the facility is not in compliance with the applicable vibration limits, check if the applicant submitted a Vibration Abatement Action Plan with the report	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

TECHINCAL INFORMATION – Part B			
Stage 1		Stage 2	
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE	
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:
Reviewed by:		Reviewed by:	
Additional Comments:		Additional Comments:	

TECHNICAL INFORMATION Part C – Sewage Works

<input type="checkbox"/> Municipal	<input type="checkbox"/> Private	Zoning		
<input type="checkbox"/> Industrial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial / Institutional
<input type="checkbox"/> Residential	<input type="checkbox"/> Residential	Adjacent Zoning		
<input type="checkbox"/> Commercial / Institutional	<input type="checkbox"/> Commercial / Institutional	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial / Institutional

Type(s) of Works (check all that apply)

- Stormwater Management (SWM)
- Sewage Pumping Station
- Subsurface Sewage Disposal Works
- Industrial Processing Wastewater Stream

- Sewers /conveyance ditches/forcemains
- Sewage Treatment Plant
- Groundwater Remediation Wastewater Stream
- Mobile

- Lagoons
- Other

Required Documentation / Components	Requirement Met?		Comments	Initials
	y = yes, n = no n/a = not applicable	Stage 1 Stage 2		
Has a municipal responsibility agreement been obtained and included	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Sewers <input type="checkbox"/> N/A or (check all that apply)				
<input checked="" type="checkbox"/> Sanitary Sewers <input type="checkbox"/> Storm Sewers <input type="checkbox"/> Replacement of Combined Sewers <input checked="" type="checkbox"/> Force mains <input type="checkbox"/> Conveyance ditches				
Completed Pipe Data Form	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Design Brief/Design calculations	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Sewer Design Sheets (table) as per MOE Guidelines	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Engineering drawings for all proposed sewers and existing and future water mains, signed and stamped by P.Eng.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met?		Comments	Initials		
	Stage 1	Stage 2				
Drainage Area Plans, including catchment areas & SWM plan	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n					
Capacity of the receiving sewers or SWM works						
Surface water receiver (<i>Conservation Authority permit / clearance letter required</i>)						
Calculated / modelled design flow (<i>in conveyance ditches</i>)						
Conveyance ditches capacity calculations						
F-5-5 Compliance (<i>combined sewers only</i>)						
Transient Analysis (<i>forcemains only</i>)						
Stormwater Management (SWM) <input type="checkbox"/> N/A or (check all that apply)						
<input type="checkbox"/> Dry Pond	<input type="checkbox"/> Enhanced Grassed Swales and Ditches		<input type="checkbox"/> Serving Landfills <input type="checkbox"/> Low Impact Development only <input type="checkbox"/> Dewatering Effluent Discharge <input type="checkbox"/> Other _____			
<input type="checkbox"/> Wet Pond	<input type="checkbox"/> Rooftop/Surface/Underground Storage					
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Oil Grit Separator					
<input type="checkbox"/> Temporary Sedimentation Pond	<input type="checkbox"/> Infiltration Trenches / Systems					
SWM Report:	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a					
1 Description of project area	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n					
2 Description of all industrial processes/activities (<i>industrial only</i>)						
3 Description of contaminates associated with the industrial processes/activities (<i>industrial only</i>)						
4 Results of an existing monitoring program, (<i>existing industrial works only</i>)						
5 SWM quantity & quality criteria; explanation of how they were established (Municipality, CA, Ontario Water Quality Objectives or Procedure B-1-5)						

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
6	Description of existing drainage patterns at the site and run-off outlet location(s), including the ultimate receiver(s)		<input type="checkbox"/> y <input type="checkbox"/> n		
7	Stormwater run-off analysis (design storms, hydrologic parameters for pre-development and post-development conditions, modeling results, pre-development and post-development peak flows and volumes)		<input type="checkbox"/> y <input type="checkbox"/> n		
8	Description of how the established quantity and quality controls criteria will be met		<input type="checkbox"/> y <input type="checkbox"/> n		
9	Design details for each component of SWM system(s), including the capacity		<input type="checkbox"/> y <input type="checkbox"/> n		
Engineering Drawings, stamped and signed by P.Eng.:		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
1	pre-development catchment areas		<input type="checkbox"/> y <input type="checkbox"/> n		
2	post-development catchment areas		<input type="checkbox"/> y <input type="checkbox"/> n		
3	site plan of existing and proposed SWM works, including outlet(s) location(s)		<input type="checkbox"/> y <input type="checkbox"/> n		
4	design details of each treatment train components of the SWM system		<input type="checkbox"/> y <input type="checkbox"/> n		
5	detailed cross-section of any outlet structure(s), including elevations for the control run-off event		<input type="checkbox"/> y <input type="checkbox"/> n		
6	proposed erosion and sedimentation control plan		<input type="checkbox"/> y <input type="checkbox"/> n		
Additional Information:					
Conservation Authority (CA) or Ministry of Natural Resources (MNR) or MOE clearance		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
CA, MNR or MOE comments			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Geotechnical/ Hydrogeological Investigation Report	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
EAASIB staff to note if the application includes any correspondences with MOE offices (District Office or Technical Support Section)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Map of sampling location (existing works)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Analytical results of any sampling taken at the site	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Receiving Water Body information	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Pre-Development Flow and Post-Development Flow Quantities Table	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Major Flow Routing	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Proposed operation and maintenance procedures for the works	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Schedule of ICD	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Proposed monitoring	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Water Balance	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Lake Simcoe Protection Plan (<i>SWM Report requirements: Enhanced level of protection</i>)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Phosphorus Budget	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Proposed Erosion and Sediment Control Plan	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Oil/ Grit Separator only:				
Engineering Drawings, stamped & signed by P. Eng.	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Manufacturer specifications and modeling	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Sediment capacity	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Oil capacity	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Total holding capacity	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Flow rate	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Catchment area	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Impervious area (%)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Annual TSS removed (%)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Annual runoff treated (%)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Sewage Pumping Station <input type="checkbox"/> N/A				
Design Brief	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Sewage Pumping Station Design Data as per Pipe Data Form	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Receiver (sewer, another pumping station or sewage treatment plan/lagoon)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Engineering drawings, stamped and signed by P. Eng.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Description of each component of the pumping station	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Sanitary/Storm Sewage Area Plan	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Evidence of the adequate capacity of the downstream sewage works to receive the sewage flow from the proposed pumping station	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Number and Type of Pumps	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Hydraulic Calculations	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Individual and Combined Capacities (Pump and System Curves, capacity ranges for VFDs)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Type, power and speed (or speed range) of pump motors	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Wet/Dry Well(s) sizing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Standby Power	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Level Alarms	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Bypass and/or Overflow Details	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Description of the flow monitoring and recording equipment and other equipment proposed to be provided, for example, heating and ventilation, sump pumps		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Subsurface Sewage Disposal Works <input type="checkbox"/> N/A				
Has the applicant engaged in a pre-submission consultation with the local MOE District Office		<input type="checkbox"/> y <input type="checkbox"/> n		
(EAASIB staff to confirm if the district office has identified site specific concerns). Have site specific concerns been raised?		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Environmental Impact Analysis:				
1 Assessment of impacts on water resources		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
2 Fee for hydrogeological assessment review (\$3,000)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3 If no, has the applicant provided a letter from the District Office that waives the fee		<input type="checkbox"/> y <input type="checkbox"/> n		
3 other comments / recommendations		<input type="checkbox"/> y <input type="checkbox"/> n		
Is the works subject to EBR (if effluent limits will be imposed for shallow buried trenches and/or compliance)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Geotechnical site/soil investigation		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
1 Percolation time [T (min/cm)] of native soil		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
2 Depth to water table from ground surface		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3 Depth to bedrock from ground surface		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
(EAASIB staff to contact Regional Technical Support Section to receive comments/ recommendations) Are there any comments / recommendations?		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Design Report		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
1	Project description	<input type="checkbox"/> y	<input type="checkbox"/> n		
2	Design capacity of the sewage works	<input type="checkbox"/> y	<input type="checkbox"/> n		
3	Proposed works detailed description		<input type="checkbox"/> y	<input type="checkbox"/> n	
4	Background information		<input type="checkbox"/> y	<input type="checkbox"/> n	
5	Description of existing sewage works, including existing MOE approvals and/or existing Health Unit permits		<input type="checkbox"/> y	<input type="checkbox"/> n	
6	Total maximum daily sewage flow calculations based on: a. MOE Design Guidelines b. Ontario Building Code c. Historical Water Usage Data		<input type="checkbox"/> y	<input type="checkbox"/> n	
7	Pre-treatment/primary treatment (<i>septic tank</i>) a. Design treatment capacity b. Retention time		<input type="checkbox"/> y	<input type="checkbox"/> n	
8	Additional pre-treatment (<i>oil/grit separator or grease trap</i>) a. Design treatment capacity b. Retention time		<input type="checkbox"/> y	<input type="checkbox"/> n	
9	Tertiary Treatment System, including detailed design specifications and engineering drawings for all components of the proposed sewage works including: a. sizing calculation b. rated capacities c. holding capacities d. treatment capacities e. expected effluent quality from each treatment system		<input type="checkbox"/> y	<input type="checkbox"/> n	

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
10	Type of subsurface disposal system(s): a. leaching bed b. filter bed c. shallow buried trenches (<i>subject to EBR</i>) d. area bed e. other	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
11	Sizing calculations of the proposed subsurface disposal system and engineering drawings showing the proposed layout		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Engineering drawings stamped and signed by P.Eng. showing:		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
1	site plan showing layout of all existing and proposed sewage works	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
2	Minimum separation distances from all components of sewage works to: a. any structure b. any well c. any surface waters d. a nearest property line		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3	Cross-sections of all components of sewage works	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
4	All pertinent details of all major equipment and layouts	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Results of any existing monitoring taken at the site and background locations		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Proposed Monitoring Plan		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Proposed Maintenance Plan		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
For Holding Tanks only:					
1	Compliance with Guideline F-9 / Ontario Building Code		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components		Requirement Met?		Comments	Initials	
		Stage 1	Stage 2			
2	Sizing calculations	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a				
3	Pumping Agreement with licensed hauler					
4	Alarm Systems					
5	Proposed contingency plan					
Sewage Treatment Plant / Lagoon <input type="checkbox"/> N/A						
Regional Technical Support clearance of effluent limits requirements <input type="checkbox"/> No change proposed <input type="checkbox"/> Approved Criteria <input type="checkbox"/> Unapproved Criteria <input type="checkbox"/> N/A		<input type="checkbox"/> y <input type="checkbox"/> n	<input type="checkbox"/> y <input type="checkbox"/> n			
EAASIB staff to confirm if review by MOE has been initiated in the absence of Technical Support Clearance		<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Surface Water Assessment completed? If yes, MOE Technical Support Section Letter with effluent criteria requirements must be provided			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Ground Water Assessment completed? If yes, MOE Technical Support Section Letter with effluent criteria requirements must be provided			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Plant Location		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/>			
Design Report		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a				
Engineering drawings, stamped and signed by P.Eng.		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a				
1	process flow diagrams showing all components (process units) of the treatment plant and the location of all points of chemical addition	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n			
2	hydraulic profiles through treatment plant, process units/facilities and pumping station(s)		<input type="checkbox"/> y <input type="checkbox"/> n			

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
3	general layout plan for all major facilities of the works		<input type="checkbox"/> y <input type="checkbox"/> n		
4	process and instrumentation diagrams		<input type="checkbox"/> y <input type="checkbox"/> n		
Sanitary Sewage Service Area					
1	plan/extent		<input type="checkbox"/> y <input type="checkbox"/> n		
2	population and population densities of the area		<input type="checkbox"/> y <input type="checkbox"/> n		
3	facilities proposed to serve the area		<input type="checkbox"/> y <input type="checkbox"/> n		
4	provisions for future expansion of the works		<input type="checkbox"/> y <input type="checkbox"/> n		
Sewage Flow					
1	present and future average and peak domestic, commercial, institutional and industrial sewage, and extraneous flows		<input type="checkbox"/> y <input type="checkbox"/> n		
2	provisions for future expansion of the system		<input type="checkbox"/> y <input type="checkbox"/> n		
3	Influent and Effluent quantity and quality characteristics		<input type="checkbox"/> y <input type="checkbox"/> n		
Treatment Units					
1	specifications and sizing calculations for all sewage treatment units including hydraulic and process calculations		<input type="checkbox"/> y <input type="checkbox"/> n		
2	assessment of proposed design performance for each sewage treatment unit and how it meets current "Design Guidelines for Sewage Works"		<input type="checkbox"/> y <input type="checkbox"/> n		
Bypass and/or Overflow Details			<input type="checkbox"/> y <input type="checkbox"/> n		
Flow metering, sampling and monitoring program			<input type="checkbox"/> y <input type="checkbox"/> n		
Standby Power			<input type="checkbox"/> y <input type="checkbox"/> n		
Additional Information for Industrial Wastewater Treatment Plants					
Description of all industrial processes / activities			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
Description of all contaminants associated with the industrial processes / activities		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Results of an existing monitoring program (existing works)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Proposed monitoring program		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

TECHINCAL INFORMATION – Part C				
Stage 1		Stage 2		
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE		
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	
Reviewed by:		Reviewed by:		
Additional Comments:		Additional Comments:		

TECHNICAL INFORMATION Part D – Waste Disposal Sites

Project Type:

Landfill Processing Transfer Composting Thermal Treatment

Type(s) of waste to be accepted at this site:

Subject Waste:

Hazardous Waste
 Liquid Industrial Waste

Non-Subject Waste:

Municipal (non-hazardous)
 Other Liquid Waste

Landfill

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Are all technical documents signed and stamped by either a P.Eng. or P. Geo.	<input type="checkbox"/> y <input type="checkbox"/> n			
O. Reg. 232/98 Landfill Requirements (Applicable if 'yes' is selected for any of the two questions below)				
1 Is this a new landfill having a total waste disposal volume greater than 40,000 cubic metres and will accept only municipal waste for disposal	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
2 Is this an existing landfill site for which an alteration, enlargement or extension will result in a total waste disposal volume greater than 40,000 cubic metres and accepts only municipal waste for disposal	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Design Specifications [Section 6(2)]				
A written report must describe the design of the landfilling site and must contain the components outlined in this section: (2)(a), (b)(i)-(vi), c)(i)-(xxvii)		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials	
	Stage 1	Stage 2			
Buffer Area [Section 7(3)] <i>Subsection (2) does not apply to a buffer area if the buffer area is at least 30 metres wide at every point and a written report confirms (a), (b) and (c)</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n			
Hydrogeological Assessment [Section 8(1)] <i>A written report on the geologic and hydrogeologic conditions of the site and ground water protection for the site has been prepared in accordance with this section: (2) The report must contain: (2) (a), (b)(i)-(v)</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n			
Surface Water Assessment [Section 9(1)] <i>A written report of the surface water conditions of the site and surface water protection for the site has been prepared in accordance with this section: (2) The report must contain: (2) (a), (b)(i)-(iv)</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n			
Ground Water Protection [Section 10(1)] <i>A written report describing the design for the ground water protection features of the site has been prepared in accordance with this section: If a new landfilling site is being established 10(3), (4) or (5) apply if the total waste disposal volume of the landfilling site is being increased, meet the criteria set out in 10(3)</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n			
Leachate Disposal [Section 11] <i>A written report containing plans, specifications and descriptions for the management and disposal of any leachate collected at the site has been prepared.</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n			
Leachate Contingency Plan [Section 12(1)]	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a				

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
<i>A written report containing plans, specifications and descriptions for a leachate contingency plan for the site has been prepared in accordance with this section: (2) The report must contain: (2)1,2,3,4,5</i>		<input type="checkbox"/> y <input type="checkbox"/> n		
Surface Water Control [Section 13(1)]	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
<i>A written report containing plans, specifications and descriptions for the control, treatment and discharge of surface water at the site during construction, site operation and following closure has been prepared in accordance with this section: (2) The plans, specifications & descriptions must ensure that (2)(a),(b)</i>		<input type="checkbox"/> y <input type="checkbox"/> n		
Subsurface Migration of Landfill Gas [Section 14(1)]	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
<i>A written report has been prepared in accordance with this section that contains the following: 14(1)1,2 14(2)1,2,3,4</i>		<input type="checkbox"/> y <input type="checkbox"/> n		
Atmospheric Emissions of Landfill Gas [Section 15(1)]	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
<i>A written report has been prepared respecting the design, operation, maintenance and monitoring of facilities for the collection, and for the burning or use of landfill gas generated by the site during site operation and following site closure only if:</i>		<input type="checkbox"/> y <input type="checkbox"/> n		
<i>15 (2) a new landfilling site is being established with a total waste disposal volume of more than 1.5 million cubic metres OR the total waste disposal volume of an existing landfilling site is being increased to more than 1.5 million cubic metres.</i>		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
15 (3) Section 15(1) DOES NOT APPLY to a landfilling site if: A written report is prepared showing that the nature and quantity of landfill gas generated at the site is not likely to be of significant concern to the Director based on: factors outlined in section 15(3) sub-paragraphs 1,2,3 or section 15(3.1). The only waste to be landfilled at the site is coal ash.		<input type="checkbox"/> y <input type="checkbox"/> n		
15(4) A landfilling site associated with forest products operations, such as operations of a lumber mill, sawmill, pulp mill or similar facility, if the waste to be deposited at the site is produced by the forest products operations and is predominantly solid, non-hazardous process waste, such as woodwaste, effluent treatment solids, hog fired boiler ash, recycling process rejects, lime mud, grits or dregs.		<input type="checkbox"/> y <input type="checkbox"/> n		
Operation and Maintenance Procedures [Section 16]		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
A written report has been prepared containing plans, specifications and descriptions of the operation, maintenance, monitoring, closure and post-closure care of the site, including matters related to record keeping, reporting & FA			<input type="checkbox"/> y <input type="checkbox"/> n	
Landfill Gas Collection - Under Reg. 347 & O. Reg. 232/98, landfill sites with a final capacity of > 1.5 million cubic metres are required to collect, capture and flare landfill gas				
Does the landfill site have a final capacity greater than 1.5 million cubic metres	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
If no to above, has the applicant considered requirements for a landfill site with a final capacity less than 1.5 million cubic metres		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Does the application include consideration of requirements under the regulations, and <i>Landfill Gas Capture: A Guideline on the Regulatory and Approval Requirements for Landfill Gas Capture Facilities</i> [PIBS 6876]		<input type="checkbox"/> y <input type="checkbox"/> n		
Service Area	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does this application include a request for a service area change	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does the application include consideration of Reg. 347 section 5.2 for service area change		<input type="checkbox"/> y <input type="checkbox"/> n		
Design and Operations Report - <i>These reports must be current at all times and if an application to amend an ECA is submitted, the applicant must include an updated version of the report if the report changes as a result of the application.</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Site Plan/Location map including:				
1 the location of any land upon, into, in or through which, or building or structure in which, waste will be deposited, disposed of, handled, stored, transferred, treated or processed	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
2 any machinery or equipment, other than vehicles, used in connection with the depositing, disposal, handling, storage, transfer, treatment or processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Detail of the site preparations for:				
1 landfilling		<input type="checkbox"/> y <input type="checkbox"/> n		
2 daily operation, including hours of operation	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
3 environmental control measures		<input type="checkbox"/> y <input type="checkbox"/> n		
4 site development and closure		<input type="checkbox"/> y <input type="checkbox"/> n		
5 post-closure monitoring and maintenance		<input type="checkbox"/> y <input type="checkbox"/> n		
Designed capacity of the proposed landfill area	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Waste types, quantities, characteristics and origin of the incoming material.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Emergency operation & Contingency plans, including details/description of:				
1 Preparation, prevention, recovery re: environmental emergencies		<input type="checkbox"/> y <input type="checkbox"/> n		
2 staff training related to emergency procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
3 equipment requirements and availability		<input type="checkbox"/> y <input type="checkbox"/> n		
4 company and MOE notification procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
Procedures for:				
1 recordkeeping		<input type="checkbox"/> y <input type="checkbox"/> n		
2 reporting to the MOE, including any monitoring results, spills, volumes and types of wastes received and landfilled		<input type="checkbox"/> y <input type="checkbox"/> n		
3 reporting to the MOE (e.g. spills, etc)		<input type="checkbox"/> y <input type="checkbox"/> n		
4 vehicle routes within site		<input type="checkbox"/> y <input type="checkbox"/> n		
5 monitoring programs and procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
6 suitable document control and records		<input type="checkbox"/> y <input type="checkbox"/> n		
Details about the security, hours of operation, days of operation and the number of days to be open per year		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Assess noise impacts & mitigation (facility & truck traffic), including anticipated truck traffic volume		<input type="checkbox"/> y <input type="checkbox"/> n		
Details about facility maintenance and inspection, staff training and the qualifications of senior staff supervising operations at the site		<input type="checkbox"/> y <input type="checkbox"/> n		
Monitoring and control programs:				
1 noise		<input type="checkbox"/> y <input type="checkbox"/> n		
2 odour		<input type="checkbox"/> y <input type="checkbox"/> n		
3 litter		<input type="checkbox"/> y <input type="checkbox"/> n		
4 dust		<input type="checkbox"/> y <input type="checkbox"/> n		
5 vectors and vermin		<input type="checkbox"/> y <input type="checkbox"/> n		
Decommissioning plan	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Hydrogeological Assessment Report - <i>This report for landfill sites should describe the existing hydrogeological conditions and assesses potential impacts on ground and surface water from the proposed waste disposal activities.</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Description of site topography and drainage		<input type="checkbox"/> y <input type="checkbox"/> n		
Soil characteristics and site stratigraphy		<input type="checkbox"/> y <input type="checkbox"/> n		
Groundwater conditions and flow		<input type="checkbox"/> y <input type="checkbox"/> n		
Assessment of the potential impacts of leachate from the waste on the groundwater and surface water on areas of potential impact.		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Waste Processing and/or Transfer				
Design and Operations Report - These reports must be current at all times and if an application to amend an ECA is submitted, the applicant must include an updated version of the report if the report changes as a result of the application.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Site Plan/Location map including:				
1 the location of any land upon, into, in or through which, if proposed building or structure in which, waste will be deposited, handled, stored, transferred, treated or processed	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
2 any machinery or equipment, used in connection with the depositing, handling, storage, transfer, treatment or processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Description of proposed signage		<input type="checkbox"/> y <input type="checkbox"/> n		
Service area	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Calculations to support the design capacity of the proposed facility	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Details of the site fencing, security, hours of operation, days of operation and the number of days to be open per year.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Design details of the processing/transfer building, including the floor design, ventilation system design, types of doors proposed, etc.		<input type="checkbox"/> y <input type="checkbox"/> n		
Details of facility maintenance and inspection, staff		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
training and the qualifications of senior staff supervising operations on site.				
Description of the type, origin of waste to be accepted.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Schematic diagram showing the flow of waste (including residual waste) through the site, including:				
1 waste receiving area	<input type="checkbox"/> y <input type="checkbox"/> n			
2 waste storage area	<input type="checkbox"/> y <input type="checkbox"/> n			
3 waste processing area	<input type="checkbox"/> y <input type="checkbox"/> n			
4 mass balance	<input type="checkbox"/> y <input type="checkbox"/> n			
Description of the waste screening procedures, including waste inspection, analytical testing, rejected waste handling and temporary storage and disposal of rejected waste		<input type="checkbox"/> y <input type="checkbox"/> n		
The maximum amount of waste that will be received at, and transferred from, the site on a daily and annual basis, including the maximum residual waste for final disposal	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Waste storage details: duration, method design of the storage facility, detailed calculation justifying the maximum on-site storage, including the maximum storage capacity	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
List of sites where waste will be disposed of, including confirmation that the receiving site is approved to accept the waste.		<input type="checkbox"/> y <input type="checkbox"/> n		
Assessment of noise impacts and mitigation (facility and truck traffic), including the anticipated truck traffic volume		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
For storage of liquid industrial waste or hazardous waste:					
1	Details of storage area(s)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
2	Drum / Storage tank specifications: <ul style="list-style-type: none"> a. tank dimensions b. maximum volume c. volume level monitoring and controlling devices; d. venting e. type and gauge of material f. type of assembly g. tank foundation h. piping and coating to prevent chemical leakage or corrosion 	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
3	Detailed identification of the waste segregation program on the site plan (i.e. prevention of cross contamination)	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
4	Details of piping layout and pump locations	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
5	Waste containment details and calculations	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
6	Written statement from a professional engineer indicating the storage facility complies with the <i>Guidelines for Environmental Protection Measures at Chemical and Waste Storage Facilities</i>	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
	Detailed description of the processes, equipment and technology to be used.	<input type="checkbox"/> y	<input type="checkbox"/> n		
	List of processing parameters to be monitored and the monitoring procedures	<input type="checkbox"/> y	<input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
Recordkeeping details, including waste classifications, rates and amounts of waste processed, including any reagents used in the process	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a <input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n			
Description of the types and quantities of any waste that will be generated and/or materials that will be recovered at the site, and a description of how they will be managed, stored and disposed of it				
Details of inspection and testing requirements for outgoing wastes				
Details of any requirements and procedures that are mandatory under the land disposal restrictions in Reg. 347				
List of sites where waste will be disposed, including confirmation that the receiving site is approved to accept the waste.				
Assessment of noise impacts and mitigation (facility and truck traffic), including the anticipated truck traffic volume				
Monitoring and control programs (housekeeping):				
1 noise	<input type="checkbox"/> y <input type="checkbox"/> n			
2 odour	<input type="checkbox"/> y <input type="checkbox"/> n			
3 litter	<input type="checkbox"/> y <input type="checkbox"/> n			
4 dust	<input type="checkbox"/> y <input type="checkbox"/> n			
5 vectors and vermin	<input type="checkbox"/> y <input type="checkbox"/> n			
Emergency operation & Contingency plans, including details/description of:				
1 Preparation, prevention, recovery re:	<input type="checkbox"/> y <input type="checkbox"/> n			

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
1	environmental emergencies				
2	staff training related to emergency procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
3	equipment requirements and availability		<input type="checkbox"/> y <input type="checkbox"/> n		
4	company and MOE notification procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
Procedures for:					
1	recordkeeping		<input type="checkbox"/> y <input type="checkbox"/> n		
2	how waste is transported/managed onto the site, stored, or otherwise managed on-site and during shipment off-site		<input type="checkbox"/> y <input type="checkbox"/> n		
3	reporting to the MOE (e.g. spills, etc)		<input type="checkbox"/> y <input type="checkbox"/> n		
4	labelling of storage containers, areas and vehicle routes		<input type="checkbox"/> y <input type="checkbox"/> n		
5	monitoring programs and procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
6	suitable document control and records		<input type="checkbox"/> y <input type="checkbox"/> n		
Description of leachate generation at the site, and handling and storage facility design			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Liquid waste and/or leachate and/or wastewater and liquid reagents storage containment details and calculations			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Written statement from a P. Eng. Indicating the storage facility complies with the <i>Guidelines for Environmental Protection Measures at Chemical and Waste Storage Facilities</i>		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Decommissioning plan			<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Stormwater Management / Drainage Report - A stormwater management report is required for waste processing sites that include provisions for outside storage of waste or discharge from inside the building to outside.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does this application propose outdoor storage of waste	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does this application propose to have discharge from inside the building to outside	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Description of the nature of the interaction of the waste with rainwater, including considerations of volumes of storm water runoff and storage		<input type="checkbox"/> y <input type="checkbox"/> n		
Surface elevations indicating the direction of drainage and a description of all discharge locations		<input type="checkbox"/> y <input type="checkbox"/> n		
Impact prevention and monitoring plans		<input type="checkbox"/> y <input type="checkbox"/> n		
Assessment of the need for approval as an activity under OWRA s. 53, or reference to an existing approval or application for approval for such an activity.		<input type="checkbox"/> y <input type="checkbox"/> n		
Approval from the local municipality for any discharges to the sanitary sewer and the predicted effluent quantity and quality for this discharge.		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Waste Analysis Plan - Required for all waste processing sites that are subject to land disposal restrictions under Reg. 347. A waste analysis plan documents chemical and physical testing of representative samples requiring treatment in accordance with Reg. 347 ss. 75 to 79, 82 and 83.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
Does this application propose to land dispose subject waste	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Emission Controls				
Has the applicant identified and included details of emission controls (is an air/noise and/or wastewater component required)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does the application include the following emission control details: a. pollution control equipment description b. expected emissions c. emergency stack operations d. reagents used e. waste generated by the use of the equipment		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Composting				
Design and Operations Report - <i>These reports must be current at all times and if an application to amend an ECA is submitted, the applicant must include an updated version of the report if the report changes as a result of the application.</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Site Plan/Location map including:				
1 the location of any land upon, into, in or through which, and if proposed building or structure in which, waste will be deposited, handled, stored, transferred, treated or processed	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
2 any machinery or equipment used in connection with the depositing, handling, storage, transfer, treatment or processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Service area description	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Description of proposed signage		<input type="checkbox"/> y <input type="checkbox"/> n		
Details of the site fencing, security, hours of operation, days of operation and the number of days to be open per year.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Sources, types and estimated quantities of waste (including maximum daily incoming, maximum storage amount and maximum residual waste for final disposal)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Description of the waste screening procedures, including waste inspection, analytical testing, rejected		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
waste handling temporary storage and disposal of rejected waste				
Composting facility design including design of the proposed building(s), including the floor design, ventilation system design, types of doors proposed, etc and the design of the outdoor processing areas		<input type="checkbox"/> y <input type="checkbox"/> n		
Composting facility capacity, including calculations to support the design capacity of the proposed facility.		<input type="checkbox"/> y <input type="checkbox"/> n		
Description of the process, equipment, facilities and technology to be used, including (as applicable):				
1 waste pre-processing;		<input type="checkbox"/> y <input type="checkbox"/> n		
2 waste composting and mixing, including a description of the recipe, how the material will be blended, the resulting range of C:N ratio and bulk density of the mix and methods of aeration and irrigation;		<input type="checkbox"/> y <input type="checkbox"/> n		
3 the curing process for unfinished compost (including the location and duration)		<input type="checkbox"/> y <input type="checkbox"/> n		
4 proposed monitoring arrangements		<input type="checkbox"/> y <input type="checkbox"/> n		
5 proposed quality sampling and testing		<input type="checkbox"/> y <input type="checkbox"/> n		
6 exhaust handling and control monitoring systems (including the building's negative pressure systems and air exchanges)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Waste storage details: duration, method design of the storage facility, detailed calculation justifying the maximum on-site storage.		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Emergency operation & Contingency plans, including details/description of:				
1 preparation, prevention, recovery re: environmental emergencies, including the release of foul odours to the environment and air exhaust control equipment malfunctions and handling of processed waste that does not meet the required criteria		<input type="checkbox"/> y <input type="checkbox"/> n		
2 Contingency plans for material management if the final product does not meet the intended quality standards or process objectives (e.g. a plan to re-introduce the material into the process, or manage it as a residue)		<input type="checkbox"/> y <input type="checkbox"/> n		
3 staff training related to emergency procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
4 equipment requirements and availability		<input type="checkbox"/> y <input type="checkbox"/> n		
5 company and MOE notification procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
Procedures for:				
1 recordkeeping		<input type="checkbox"/> y <input type="checkbox"/> n		
2 final end use of the product and quality assurance (for example, meeting compost quality standards)		<input type="checkbox"/> y <input type="checkbox"/> n		
3 vehicle routes within the site		<input type="checkbox"/> y <input type="checkbox"/> n		
4 how the design and operations report will be maintained to ensure it is current at all times		<input type="checkbox"/> y <input type="checkbox"/> n		
5 reporting to the MOE (e.g. spills, etc)		<input type="checkbox"/> y <input type="checkbox"/> n		
6 labelling of storage containers, areas		<input type="checkbox"/> y <input type="checkbox"/> n		
7 monitoring programs and procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
8 suitable document control and records		<input type="checkbox"/> y <input type="checkbox"/> n		
Details of facility maintenance and inspection, staff				

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
training and the qualifications of senior staff supervising operations on site.				
Assessment of noise impacts and mitigation (facility and truck traffic), including the anticipated truck traffic volume.		<input type="checkbox"/> y <input type="checkbox"/> n		
Monitoring and control programs:				
1 noise		<input type="checkbox"/> y <input type="checkbox"/> n		
2 odour		<input type="checkbox"/> y <input type="checkbox"/> n		
3 litter		<input type="checkbox"/> y <input type="checkbox"/> n		
4 dust		<input type="checkbox"/> y <input type="checkbox"/> n		
5 vectors and vermin		<input type="checkbox"/> y <input type="checkbox"/> n		
Description of leachate generation at the site, and handling and storage facility design		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Liquid waste and/or leachate and/or wastewater and liquid reagents storage containment details and calculations		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Written statement from a P. Eng. Indicating the storage facility complies with the <i>Guidelines for Environmental Protection Measures at Chemical and Waste Storage Facilities</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Decommissioning plan		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Stormwater Management / Drainage Report - A stormwater management report is required for waste processing sites that include provisions for outside storage of waste or discharge from inside the building to outside.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Does this application propose outdoor storage of waste	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does this application propose to have discharge from inside the building to outside	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Description of the nature of the interaction of the waste with rainwater, including considerations of volumes of storm water runoff and storage		<input type="checkbox"/> y <input type="checkbox"/> n		
Surface elevations indicating the direction of drainage and a description of all discharge locations		<input type="checkbox"/> y <input type="checkbox"/> n		
Impact prevention and monitoring plans		<input type="checkbox"/> y <input type="checkbox"/> n		
Assessment of the need for approval as an activity under OWRA s. 53, or reference to an existing approval or application for approval for such an activity		<input type="checkbox"/> y <input type="checkbox"/> n		
Approval from the local municipality for any discharges to the sanitary sewer and the predicted effluent quantity and quality for this discharge		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Assessment of Physical and Water Use Conditions / Hydrogeological Report - This report is required if the composting operation is to occur outdoors on a natural base. (Locating a composting facility on a concrete or asphalt pad does not preclude groundwater contamination due to the potential cracking of the pads.)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does this application propose an outdoor composting operation	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Surface water hydrology		<input type="checkbox"/> y <input type="checkbox"/> n		
Local geology, including soil composition and stratigraphy		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
Local hydrogeology, such as the depth to the water table, current groundwater quality and direction of groundwater flow	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> y <input type="checkbox"/> n			
Identification of wells, water takings and other water uses				
Local regulatory requirements, primarily municipal zoning and by-laws and regional conservation authority requirements				
Identification of potential impacts on groundwater, surface water and water users, from the specific type of facility being proposed				
Monitoring and contingency plans, where deemed appropriate, to detect and if necessary, mitigate impacts				
Emission Controls				
Has the applicant identified and included details of emission controls (is an air/noise and/or wastewater component required)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does the application include the following emission control details: a. pollution control equipment description b. expected emissions c. emergency stack operations d. reagents used e. waste generated by the use of the equipment		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Odour Impact Assessment - An assessment of the anticipated effects that odours generated at the facility	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
<i>are likely to have. Or asphalt pad does not preclude groundwater contamination due to the potential cracking of the pads.)</i>				
Use of an approved air dispersion model (for example, AERMOD) to assess impacts from all odour sources (including fugitive sources) under various weather scenarios using the most representative meteorological data.		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Assessment considers predicted odour levels at the:				
1 property boundary		<input type="checkbox"/> y <input type="checkbox"/> n		
2 nearest receptors		<input type="checkbox"/> y <input type="checkbox"/> n		
3 most impacted sensitive receptor.		<input type="checkbox"/> y <input type="checkbox"/> n		
Odour Management and Control Plan	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Procedures and best management practices to be followed at the facility to alleviate odour impacts during normal operations.		<input type="checkbox"/> y <input type="checkbox"/> n		
Procedures for operation of the composting site under less than optimal conditions (e.g. freezing temperatures)		<input type="checkbox"/> y <input type="checkbox"/> n		
Discussion of specific weather conditions under which odour generating activities, such as windrow turning, should not be undertaken		<input type="checkbox"/> y <input type="checkbox"/> n		
Identification of anticipated problems that might occur – including detailed contingency procedures for actions to take when an odour problem occurs.		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Thermal Treatment				
Design and Operations Report - These reports must be current at all times and if an application to amend an ECA is submitted, the applicant must include an updated version of the report if the report changes as a result of the application.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Has the applicant considered if the project is subject to EPA s. 9 (air and noise emissions)		<input type="checkbox"/> y <input type="checkbox"/> n		
Detailed plans and specifications regarding the combustion equipment with the application (only required if proposed project is exempt from requirement to obtain an Air ECA)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Site Plan/Location map including:				
1 the location of any land upon, into, in or through which, or building or structure in which, waste will be deposited, disposed of, handled, stored, transferred, treated or processed	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
2 any machinery or equipment, other than vehicles, used in connection with the depositing, disposal, handling, storage, transfer, treatment or processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Details of proposed signage		<input type="checkbox"/> y <input type="checkbox"/> n		
Details of the site fencing, security, hours of operation, days of operation and the number of days to be open per year.		<input type="checkbox"/> y <input type="checkbox"/> n		
Design details of the proposed buildings, including the		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
floor design, ventilation system design, types of doors proposed, etc.				
Service area	<input type="checkbox"/> y <input type="checkbox"/> n			
A description of the waste types, quantities, characteristics and origin of the incoming waste.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Description of the waste screening procedures, including waste inspection, analytical testing, rejected waste handling and temporary storage and disposal of rejected waste		<input type="checkbox"/> y <input type="checkbox"/> n		
Sampling and testing procedures for residual waste streams		<input type="checkbox"/> y <input type="checkbox"/> n		
The maximum quantity of each type of waste to be thermally treated on an annual and daily basis.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Detailed description of the thermal treatment process to be used, including a description of the equipment and technology to be used.		<input type="checkbox"/> y <input type="checkbox"/> n		
Details of the thermal treatment unit design, including:				
1 the design capacity of the proposed facility;	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
2 technical specification of the thermal treatment equipment and description of the end use of the heat produced, that is: steam boiler, air heater, etc		<input type="checkbox"/> y <input type="checkbox"/> n		
3 the proposed maximum: a. continuous waste material firing rate, b. frequency, if intermittent, c. clean fuel firing rate, if co-fired with waste material,		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components		Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials		
		Stage 1	Stage 2				
	d. chemical analysis of a representative sample, including, at a minimum, the parameters listed in the MOE's waste derived fuel criteria						
Details of all residual waste generated at the proposed facility, including:							
1	quantity of each waste stream, including the maximum residual waste	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	
2	type and classification of each residual waste stream				<input type="checkbox"/> y	<input type="checkbox"/> n	
3	waste unloading, handling and feed system				<input type="checkbox"/> y	<input type="checkbox"/> n	
4	waste storage provisions				<input type="checkbox"/> y	<input type="checkbox"/> n	
5	handling and disposal procedures				<input type="checkbox"/> y	<input type="checkbox"/> n	
Monitoring and control programs:							
1	noise				<input type="checkbox"/> y	<input type="checkbox"/> n	
2	odour				<input type="checkbox"/> y	<input type="checkbox"/> n	
3	litter				<input type="checkbox"/> y	<input type="checkbox"/> n	
4	dust				<input type="checkbox"/> y	<input type="checkbox"/> n	
Emergency operation & Contingency plans, including details/description of:							
1	preparation, prevention, recovery re: environmental emergencies				<input type="checkbox"/> y	<input type="checkbox"/> n	
2	staff training related to emergency procedures				<input type="checkbox"/> y	<input type="checkbox"/> n	
3	equipment requirements and availability				<input type="checkbox"/> y	<input type="checkbox"/> n	
4	company and MOE notification procedures				<input type="checkbox"/> y	<input type="checkbox"/> n	
Procedures for:							
1	recordkeeping				<input type="checkbox"/> y	<input type="checkbox"/> n	
2	site and waste handling, including: a. how waste is transported/managed on the site,				<input type="checkbox"/> y	<input type="checkbox"/> n	

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
	stored, or otherwise managed on-site and during shipment off-site, b. on-site storage method, capacity and processing details, c. a process schematic and a material balance, d. types and quantities of process residues.				
3	reporting to the MOE (e.g. spills, etc)		<input type="checkbox"/> y <input type="checkbox"/> n		
4	labelling of storage containers, areas and vehicle routes		<input type="checkbox"/> y <input type="checkbox"/> n		
5	monitoring programs and procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
6	suitable document control and records		<input type="checkbox"/> y <input type="checkbox"/> n		
Details about the site fencing, security, hours of operation, days of operation and the number of days to be open per year.		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Details about facility maintenance and inspection, staff training and the qualifications of senior staff supervising operations on site.			<input type="checkbox"/> y <input type="checkbox"/> n		
Assessment of noise impacts and mitigation (facility and truck traffic), including the anticipated truck traffic volume.			<input type="checkbox"/> y <input type="checkbox"/> n		
Emission Controls					
Has the applicant identified and included details of emission controls (is an air/noise and/or wastewater component required)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Does the application include the following emission control details:			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
a. pollution control equipment description b. expected emissions c. emergency stack operations d. reagents used e. waste generated by the use of the equipment				
Description of leachate generation at the site, and handling and storage facility design		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Liquid waste and/or leachate and/or wastewater and liquid reagents storage containment details and calculations		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Written statement from a P. Eng. Indicating the storage facility complies with the <i>Guidelines for Environmental Protection Measures at Chemical and Waste Storage Facilities</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Decommissioning plan		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

TECHINCAL INFORMATION – Part D			
Stage 1		Stage 2	
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE	
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:
Reviewed by:		Reviewed by:	
Additional Comments:		Additional Comments:	

TECHNICAL INFORMATION PART E – Waste Management System - Mobile Waste Processing

Project Type:

Mobile waste processing of General Waste Mobile waste processing of Liquid Waste

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
Minimum \$1,000,000 Liability insurance, consistent with applicant's name and address		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Financial Assurance (FA) Calculation:					
1 Has the applicant provided a FA evaluation document appropriate for project type		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
2 Do calculations provided include all compliance activities and unit costs			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3 Has FA for contingency costs (in \$ or %) been included			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
4 Have third-party quotes been provided to explain data assumptions and cost estimates			<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Proof of vehicle ownership, consistent with applicant's name and address		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Design and Operations Report for Mobile Waste Processing of General Waste - <i>This report must be current at all times and if an application to amend an ECA is submitted, the applicant must include an updated version of the report if the report changes as a result of the application.</i>		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met? <i>y= yes, n= no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
The area to be served by the mobile waste processing equipment.		<input type="checkbox"/> y <input type="checkbox"/> n		
Expected days and hours of operation		<input type="checkbox"/> y <input type="checkbox"/> n		
Physical location where the mobile waste processing equipment will be stored when not in use (site location).	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
On a Site Plan, the location of any thing, other than a vehicle, that may deposit, handle, store, transfer, treat or process waste	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
A description of the types of waste to be processed.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
The number of mobile waste processing units to be operated as part of the Waste Management System.		<input type="checkbox"/> y <input type="checkbox"/> n		
For each mobile waste processing unit, identification and a clear description of the mobile waste processing equipment (including equipment make, model and serial number).		<input type="checkbox"/> y <input type="checkbox"/> n		
If generic equipment is intended to be rented for the mobile unit on an as-needed basis, a general description of the equipment (for example, rubber tire backhoe, excavator).		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
For each mobile waste processing unit, a detailed description of the processing method (technology) to be used, including a flowchart illustrating the sequence of steps involved in the process for each type of waste or waste class from the time the waste stream enters the mobile unit to the point at which all processing/treatment operations are complete.		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y= yes, n= no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
The processing capacity of each of the mobile units.	<input type="checkbox"/> y <input type="checkbox"/> n			
Drawings indicating the dimensions, separation distances, location of various equipment and the overall dimensions of each mobile unit.	<input type="checkbox"/> y <input type="checkbox"/> n			
Identification of any additives or reagents used in processing of waste, including the relevant Material Safety Data Sheets.	<input type="checkbox"/> y <input type="checkbox"/> n			
A description of the waste screening program to be used to initially characterize the wastes.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
A list of process parameters to be monitored and monitoring procedures (including the frequency of monitoring).	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
A description of all residual waste streams generated by processing equipment including, as applicable, relevant MOE waste classes and amounts. If there are variations between the different mobile processing units, description of each unit separately and identification of the differences between the units.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Identification of how the residual waste and processed waste are to be managed or disposed of.	<input type="checkbox"/> y <input type="checkbox"/> n			
Description of who will be responsible for disposal of the by-product waste (and how it will be handled).	<input type="checkbox"/> y <input type="checkbox"/> n			
A detailed sampling and analysis program for the waste to be processed, the processed waste and any residual waste streams the mobile units generate.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Site preparation and planning details, as well as	<input type="checkbox"/> y <input type="checkbox"/> n			

Required Documentation / Components	Requirement Met? <i>y= yes, n= no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
procedures to be followed when operations are completed and the mobile unit is moved off-site.				
Details about waste and processed waste stockpiling procedures including the handling procedures, types of liners used, runoff containment system design, runoff handling, etc.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Description of the contingency measures for spills, fires and other emergency situations including: the equipment to be used, the procedures to be followed and the chain of responsibility in handling such situations. Also, procedures for handling of waste generated as a result of emergency situations.	<input type="checkbox"/> y <input type="checkbox"/> n			
Description of site security arrangements, such as fencing, gates, supervision and a description of the signs, including the information to be displayed.	<input type="checkbox"/> y <input type="checkbox"/> n			
General description of any air/noise emissions resulting from the operation of the mobile unit(s).	<input type="checkbox"/> y <input type="checkbox"/> n			
Proposed procedures for mobile unit equipment cleaning and handling of any waste generated through cleaning.	<input type="checkbox"/> y <input type="checkbox"/> n			
A description of the maintenance requirements for the mobile unit equipment.	<input type="checkbox"/> y <input type="checkbox"/> n			
Staff training requirements.	<input type="checkbox"/> y <input type="checkbox"/> n			
Procedures for:				
1 recordkeeping	<input type="checkbox"/> y <input type="checkbox"/> n			
2 how waste is transported/managed onto the site,	<input type="checkbox"/> y <input type="checkbox"/> n			

Required Documentation / Components		Requirement Met?		Comments	Initials		
		Stage 1	Stage 2				
3	stored, or otherwise managed on-site and during shipment off-site						
	reporting to the MOE (e.g. spills, etc)			<input type="checkbox"/> y <input type="checkbox"/> n			
	labelling of storage containers, areas and vehicle routes			<input type="checkbox"/> y <input type="checkbox"/> n			
	a monitoring and analytical program			<input type="checkbox"/> y <input type="checkbox"/> n			
Design and Operations Report for Mobile Waste Processing of Liquid Waste - <i>In addition to all of the D&O Report component requirements above, the following are additional requirements for mobile waste processing of liquid wastes.</i>		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a					
Procedures for:							
1	tank dimensions		<input type="checkbox"/> y <input type="checkbox"/> n				
2	maximum volume;		<input type="checkbox"/> y <input type="checkbox"/> n				
3	volume level monitoring and controlling devices;		<input type="checkbox"/> y <input type="checkbox"/> n				
4	venting;		<input type="checkbox"/> y <input type="checkbox"/> n				
5	type and gauge of material;		<input type="checkbox"/> y <input type="checkbox"/> n				
6	type of assembly;		<input type="checkbox"/> y <input type="checkbox"/> n				
7	tank foundation;		<input type="checkbox"/> y <input type="checkbox"/> n				
8	piping and coating to prevent chemical leakage or corrosion.		<input type="checkbox"/> y <input type="checkbox"/> n				
Details of the containment system for any tanks or vessels that are a part of the mobile unit, including the design of the containment system, its holding capacity, methods of cleanup of any spills contained within, etc.		<input type="checkbox"/> y <input type="checkbox"/> n					
A description of any liquid discharges related to		<input type="checkbox"/> y <input type="checkbox"/> n					

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
operating the mobile unit and its disposal site destinations.				
A description of liquid level monitoring procedures.		<input type="checkbox"/> y <input type="checkbox"/> n		

TECHINICAL INFORMATION – Part E				
Stage 1		Stage 2		
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE		
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	
Reviewed by:		Reviewed by:		
Additional Comments:		Additional Comments:		

TECHNICAL INFORMATION PART F – Waste Management Systems

Generic				
Type of Waste:	Final Destination of Waste:			
<input type="checkbox"/> Non-subject waste <input type="checkbox"/> Subject waste	<input type="checkbox"/> Ontario	<input type="checkbox"/> List of Provinces and/or United States, if disposed outside Ontario		
Required Documentation / Components	Requirement Met? <i>y= yes, n= no n/a = not applicable</i>		Comments	Initials
Site Information:	Stage 1	Stage 2		
Minimum \$1,000,000 Liability insurance, consistent with applicant's name and address	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Proof of vehicle ownership, consistent with applicant's name and address	<input type="checkbox"/> y	<input type="checkbox"/> n		
Land owner contact information and signed letter of consent for vehicle storage	<input type="checkbox"/> y	<input type="checkbox"/> n		
Operating authority contact information	<input type="checkbox"/> y	<input type="checkbox"/> n		
Point of entry into Ontario for vehicles stored outside Ontario	<input type="checkbox"/> y	<input type="checkbox"/> n		
For Subject Waste only:				
Future and current drivers trained in accordance with Regulation 347 and all pertinent environmental legislation	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Confirmation that each vehicle to transport a specific subject waste class is suitable for that waste transportation	<input type="checkbox"/> y	<input type="checkbox"/> n		
For Processed Organic Waste (not for land application) only:				
Written confirmation that the POW meets the definition under Regulation 347	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Transportation of Biomedical Waste				
Site Plan: the location of any thing, other than a vehicle, that may deposit, dispose of, handle, store, transfer, treat or process waste	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Description of the physical location where vehicles will be disinfected and washed	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Driver and waste management personnel training manual in accordance with <i>Guideline C-12-1 [PIBS 7914]</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Operations manual	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
1 Identification of type of biomedical waste		<input type="checkbox"/> y <input type="checkbox"/> n		
2 Description of how waste is to be packaged		<input type="checkbox"/> y <input type="checkbox"/> n		
3 Procedures for training drivers		<input type="checkbox"/> y <input type="checkbox"/> n		
4 Description of driver's responsibility for waste handling, including emergency handling, waste loading and vehicle decontamination procedures, supervision of waste load.		<input type="checkbox"/> y <input type="checkbox"/> n		
Detailed spill contingency and emergency response plan	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
1 Emergency management procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
2 Contingency plan for various spill and accident scenarios		<input type="checkbox"/> y <input type="checkbox"/> n		
3 Notification protocols		<input type="checkbox"/> y <input type="checkbox"/> n		
4 Spill containment procedures and equipment		<input type="checkbox"/> y <input type="checkbox"/> n		
5 Clean-up and decontaminant procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
6 Storage of spilled and contaminated material		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Needle stick injury protocol		<input type="checkbox"/> y <input type="checkbox"/> n		
Financial Assurance document (\$50,000)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Transportation of PCB Waste				
Site Plan: the location of any thing, other than a vehicle, that may deposit, dispose of, handle, store, transfer, treat or process waste	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Driver and waste management personnel training manual in accordance with <i>Guideline C-12-1 [PIBS 7914]</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Operations manual	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
1 Purpose of intended PCB transport		<input type="checkbox"/> y <input type="checkbox"/> n		
2 Type of each PCB waste intended for transport		<input type="checkbox"/> y <input type="checkbox"/> n		
3 For each type of PCB waste specified, detailed packaging methods		<input type="checkbox"/> y <input type="checkbox"/> n		
4 Description of driver's responsibility for waste handling, including: a. safe handling procedures b. check of integrity of vehicle and waste load during transportation c. safe waste loading procedures d. requirements for secure loading of the waste for transport e. safe unloading procedures f. supervision of waste load		<input type="checkbox"/> y <input type="checkbox"/> n		
5 Vehicle decontamination procedures in the event of a spill inside the vehicle		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components		Requirement Met? <i>y= yes, n= no n/a = not applicable</i>		Comments	Initials
		Stage 1	Stage 2		
6	Description of whether vehicle is used to transport any other type of waste		<input type="checkbox"/> y <input type="checkbox"/> n		
	Detailed spill contingency and emergency response plan	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
1	Emergency management procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
2	Contingency plan for various spill and accident scenarios		<input type="checkbox"/> y <input type="checkbox"/> n		
3	Description of spill kit		<input type="checkbox"/> y <input type="checkbox"/> n		
4	List of personal protective equipment to be used or worn during clean-up		<input type="checkbox"/> y <input type="checkbox"/> n		
5	Identification of how spill containment will be conducted in relation to the PCB waste type		<input type="checkbox"/> y <input type="checkbox"/> n		
6	Notification protocol		<input type="checkbox"/> y <input type="checkbox"/> n		
7	Spill containment procedures, including <ol style="list-style-type: none"> inside the vehicle on soil/hard surfaces 		<input type="checkbox"/> y <input type="checkbox"/> n		
8	Procedures for repackaging of spilled and contaminated material, including: <ol style="list-style-type: none"> identification of types of containers in which repackaging waste or contaminated material will be collected how waste will be disposed after packaging 		<input type="checkbox"/> y <input type="checkbox"/> n		
9	Details of spill cleanup equipment decontamination procedures		<input type="checkbox"/> y <input type="checkbox"/> n		
Financial Assurance document (\$100,000)		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Hauled Sewage				
Type of Hauled Sewage:				
<input type="checkbox"/> Portable Toilet Waste	<input type="checkbox"/> Septic Tank Waste	<input type="checkbox"/> Holding Tank Waste	<input type="checkbox"/> Other	

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Minimum \$1,000,000 Liability insurance, consistent with applicant's name and address	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Proof of vehicle ownership, consistent with applicant's name and address	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Land Application	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Spreading equipment information	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
List of all disposal sites approved by MOE for land application of hauled sewage	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
In-transit storage	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Duration of storage	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
In-transit processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
In-vehicle processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
In-storage tank processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Financial Assurance estimate (all in-transit storage & processing in-transit storage tanks)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Description of method of processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Barge/Boat to transport hauled sewage	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Capacity of the engine 10hp or greater	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Commercial vessel license (required if engine capacity is > 10hp)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Site Information				
Land owner, contact information and signed letter of consent	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
Operating Authority, contact information	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Site plan, showing the relevant location of the tank and other relevant features	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Processed Organic Waste (POW) / Non-Agricultural Source Materials (NASM) for Land Application only				
Minimum \$1,000,000 Liability insurance, consistent with applicant's name and address	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Proof of vehicle ownership, consistent with applicant's name and address	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Spreading equipment	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Method of spreading	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Source of the POW/NASM (e.g. sewage treatment plant, industry)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Copy of the most recent analysis of the POW/NASM, other than sewage biosolids	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Biosolids Utilization Committee (BUC) recommendation for the land application of the material (not required for sewage biosolids)	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Copy of approvals for soil conditioning sites, if the sites are already approved by the District Office	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Emergency procedures, spill response	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
Final Destination of POW/NASM:				
<input type="checkbox"/> Non-agricultural	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Both		

Required Documentation / Components	Requirement Met?		Comments	Initials			
	Stage 1	Stage 2					
Site Information							
Land owner, contact information and signed letter of consent	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	
Operating Authority, contact information	<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a	<input type="checkbox"/> y	<input type="checkbox"/> n		

TECHINCAL INFORMATION – Part F				
Stage 1		Stage 2		
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE		
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	
Reviewed by:		Reviewed by:		
Additional Comments:		Additional Comments:		

TECHNICAL INFORMATION PART G – Cleanup of Contaminated Sites

Project Type:

Mobile Site-specific, stationary

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Detailed Project and Process Description for Cleanup of Contaminated Sites – <i>In additional to Reg. 255/11 minimum submission requirement</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
A detailed description of the sampling and analysis program that will be followed, including a list of process monitoring/testing parameters and the frequency of the monitoring that will be conducted. The description should include identifying responsibilities related to sampling and testing and should include the following: <ol style="list-style-type: none">a. the initial assessment and characterization of the contaminated media, for example, soil, water, etc.;b. the monitoring of contaminated media undergoing treatment;c. the assessment of media that has been processed by the mobile equipment; andd. the testing requirements for any residual waste streams generated by the process.		<input type="checkbox"/> y <input type="checkbox"/> n		
		<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
<p>A description of the range of contaminants and the discharges that result from operating the cleanup equipment. The discharges may include:</p> <ul style="list-style-type: none"> a. All residual waste streams generated by way of the processing equipment, including the identification of relevant waste classes, characteristics and amounts. b. A description of all sewage effluent generated by way of the processing equipment, including the quantity and quality of the effluent. c. Contaminated material and processed material stockpiling/storage/disposal procedures where material is soil, water, residual waste. 		<input type="checkbox"/> y <input type="checkbox"/> n		
Design Report - <i>This report must be current at all times and if an application to amend an ECA is submitted, the applicant must include an updated version of the report if the report changes as a result of the application.</i>	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Site Plan/Location map including:				
1 the location of any land upon, into, in or through which, and proposed building or structure in which, waste will be deposited, handled, stored, transferred, treated or processed	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		
2 any machinery or equipment, other than vehicles, used in connection with the depositing, disposal, handling, storage, transfer, treatment or processing	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a	<input type="checkbox"/> y <input type="checkbox"/> n		

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
Site preparation and planning details, as well as procedures followed when operations are completed.	<input type="checkbox"/> y <input type="checkbox"/> n			
Specification of treatment system with the basis of design for all components.	<input type="checkbox"/> y <input type="checkbox"/> n			
Details of the containment system for any tanks or vessels that are a part of the processing unit including, but not limited to, its holding capacity and methods of cleanup of any spills contained within.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
A description of the methods used to control and monitor the liquid levels in the tanks. If applicable, the details should show that the design meets: <i>Guidelines for Environmental Protection Measures at Chemical and Waste Storage Facilities</i> [PIBS 5113]	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
For all residual waste streams described in the detailed project and process description, a description of how the residual waste will be managed or disposed of and identification of who will be responsible for its disposition (that is, the processing unit owner or the property owner/tenant).	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
For all sewage effluent identified in the detailed project and process description, a description of how the effluent will be managed or disposed of and identification of who will be responsible for its disposition (that is, processing unit owner or the property owner/tenant).	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			

Required Documentation / Components	Requirement Met? <i>y = yes, n = no n/a = not applicable</i>		Comments	Initials
	Stage 1	Stage 2		
A description of any by-product generated by way of the activity. Description of the characteristics of the by-product and how it will be managed or disposed of and identification of who will be responsible for its disposition (that is, the processing unit owner or the property owner/tenant).	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
If the project will be removing soil (ex-situ soil cleanup), identification of the proposed end use of the soil that has been treated by the processing unit, including the details of the proposed end use criteria if the soil is to be reused at the site.	<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a			
Description of the site security arrangements, that is, fencing, gates, supervision and description of the signs, including the information to be displayed.	<input type="checkbox"/> y <input type="checkbox"/> n			
Proposed processing unit equipment decontamination procedures.	<input type="checkbox"/> y <input type="checkbox"/> n			
Maintenance requirements for the processing equipment.	<input type="checkbox"/> y <input type="checkbox"/> n			
Staff training requirements based on the technology being used.	<input type="checkbox"/> y <input type="checkbox"/> n			
Emergency operation & Contingency plans, including details/description of:				
1 preparation, prevention, recovery re: environmental emergencies	<input type="checkbox"/> y <input type="checkbox"/> n			
2 staff training related to emergency procedures				
3 equipment requirements and availability				
4 company and ministry notification procedures				

Required Documentation / Components	Requirement Met?		Comments	Initials
	Stage 1	Stage 2		
Procedures for:				
1 recordkeeping	<input type="checkbox"/> y	<input type="checkbox"/> n		
2 how waste is transported/managed onto the site, stored, or otherwise managed on-site and during shipment off-site	<input type="checkbox"/> y	<input type="checkbox"/> n		
3 reporting to the ministry (e.g. spills, etc)	<input type="checkbox"/> y	<input type="checkbox"/> n		
4 labelling of storage containers, areas and vehicle routes	<input type="checkbox"/> y	<input type="checkbox"/> n		
If the proposal is for use or operation of mobile equipment to clean up contaminated sites, the following should be included in the design report:				
1 Equipment information for each unit in order to clearly identify the equipment, including: <ol style="list-style-type: none"> the unit type, process description, equipment type, make, model, serial number; where applicable, description of any pipes and their layout, any liners and their use, tanks and their storage capacities, blowers, compressors, pumps, equipment used for pile construction, soil turning, mixing, etc.; If generic equipment is intended to be rented for the mobile unit on an as-needed basis, the applicant must provide a general description of the equipment (for example, rubber tire backhoe, and excavator).		<input type="checkbox"/> y	<input type="checkbox"/> n	<input type="checkbox"/> n/a

Required Documentation / Components		Requirement Met?		Comments	Initials
		Stage 1	Stage 2		
2	The area to be served by the mobile unit, days and hours of operation anticipated, and the physical location of where the mobile unit will be stored when not in use.		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		
3	Proposed mobile unit equipment cleaning procedures and handling of waste generated by the cleaning procedures.		<input type="checkbox"/> y <input type="checkbox"/> n <input type="checkbox"/> n/a		

TECHINICAL INFORMATION – Part G					
Stage 1		Stage 2			
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL		<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE			
Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:	Review Start Date [dd/mm/yyyy]:	Review Complete Date [dd/mm/yyyy]:		
Reviewed by:		Reviewed by:			
Additional Comments:		Additional Comments:			

SIGN-OFF FOR ALL ECA SUBMISSIONS	
Stage 1	Stage 2
<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE
Date Reviewed [dd/mm/yyyy]:	Date Reviewed [dd/mm/yyyy]:
Reviewed by:	Reviewed by:
Acknowledgement Letter sent [dd/mm/yyyy] or <input type="checkbox"/> n/a	Information Request Letter sent [dd/mm/yyyy] or <input type="checkbox"/> n/a
Information Received [dd/mm/yyyy] or <input type="checkbox"/> n/a	Information Received [dd/mm/yyyy] or <input type="checkbox"/> n/a
Date Application Returned [dd/mm/yyyy] or <input type="checkbox"/> n/a	Has the applicant given consideration to the ministry's Statement of Environmental Values? <input type="checkbox"/> y <input type="checkbox"/> n
Date Forwarded to Stage 2 [dd/mm/yyyy]: <input type="checkbox"/> electronically <input type="checkbox"/> physically	Date Forwarded to EAB [dd/mm/yyyy]: <input type="checkbox"/> electronically <input type="checkbox"/> physically
Additional Comments:	Additional Comments:

